



**U.S. DEPARTMENT OF COMMERCE
Bureau of the Census
New York Regional Office
New York, NY 10014**

REGIONAL TECHNICIAN

GG-0301-07 - \$42,837 – 55,689 (Per Year)
GG-0301-09 - \$52,398 – 68,118 (Per Year)
GG-0301-11 - \$63,397 – 82,410 (Per Year)
GG-0301-12 - \$75,986 – 98,777 (Per Year)
PROMOTION POTENTIAL: GG-12

RECRUITING BULLETIN NO.: **NYRCC-09-016**
ISSUE DATE: 02/02/2009
CLOSING DATE: 11/30/2009
NUMBER OF POSITIONS: FEW

Applications will be accepted continuously and qualified applicants will be referred to the selection official as vacancies occur. Selections maybe made throughout the open period of this bulletin and up to 90 days after the closing date.

EXCEPTED SERVICE APPOINTMENT: This is a Schedule A time-limited appointment with a **Not-To-Exceed** (NTE) date of 09/25/2010. May be extended beyond 09/25/2010 based on continuing work needs.

DUTY LOCATION: New York, NY

AREA OF CONSIDERATION: All U.S. Citizens residing in one of the following New York Counties: **Bronx, Kings, Nassau, New York, Queens, Richmond, Rockland, Suffolk, Westchester** or one of the following New Jersey Counties: **Bergen, Essex, Hudson, Middlesex, Morris, Passaic, Somerset Sussex, Union or Warren.**

WHO MAY APPLY: All qualified U.S. Citizens residing in the area of consideration, please see above.

- You **MUST** submit a completed **OF-306 Declaration of Federal Employment** with your application or resume (please see "How to Apply" on page 3).
- You **MUST** submit a separate individual statement addressing the **Evaluation Criteria** (please see page 3).
- You **MUST** submit a separate completed application for **each grade level** you are applying for.

- Payment of relocation expenses **IS NOT** authorized.

DUTIES: The primary purpose of this position is to provide technical assistance to the assigned Office for the 2010 Census data collection. Working under specific direction from the regional office, the incumbent of this position provides technical and administrative support for all recruitment, personnel, payroll, field data collection, group quarters, office and evaluation operations, automation activities, postal liaison activities, map/geography problems and publicity for the managers of the LCO to which incumbent is assigned in order to assure timely, orderly, and efficient conduct the 2010 Census. The incumbent serves as a regional staff representative between assigned Local Census Offices (LCO) and Regional Office or as a technical/procedural specialist in a variety of areas. He/she must be able to perform effectively and efficiently under stringent time constraints including the ability to deal effectively with a variety of personnel within and outside the Regional Office and/or the LCO.

QUALIFICATIONS: Applicants must have the experience or education indicated below or a combination of both.

1. Applicants must be 18 or older to be hired.
2. To be eligible for this position, you must have the specialized experience, education, or a combination as indicated below: **If you are using education to basically qualify for a position, you MUST submit a copy of your college transcripts or a listing of college courses showing title of the class, grades earned, completion dates, hours earned, the type of hours earned (semester/quarter), and grade point average. Applicants selected for position will be required to supply original transcripts.**

Specialized experience is defined as follows: Experience which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and which is typically in or related to the position to be filled. To be creditable, specialized experience must have been at least equivalent to the next lower grade level.

GG-0301-07

Specialized Experience: Applicants must have one year of specialized experience equivalent to the grade 05 level in the Federal Service that provides: **(1)** knowledge of one or more administrative functions such as personnel, payroll, recruitment, testing, equal employment opportunity, finance, accounting, procurement, space and/or leasing, or contracting in order to provide support and services to an organization; **and (2)** knowledge of demographic techniques, data collection procedures, survey techniques, or geographic principles.

OR

Education: Bachelor's degree in any area with Superior Academic Achievement **OR** one full year of graduate education directly related to the position that provided: **(1)** knowledge of one or more administrative functions such as personnel, payroll, recruitment, testing, equal employment opportunity, finance, accounting, procurement, space and/or leasing, or contracting in order to provide support and services to an organization; **and (2)** knowledge of demographic techniques, data collection procedures, survey techniques, or geographic principles.

GG-0301-09

Specialized Experience: Applicants must have one year of specialized experience equivalent to the grade 07 level in the Federal Service that provides: **(1)** ability to provide administrative support services to an organization in one or more areas such as personnel, payroll, recruitment, testing, equal employment opportunity, finance, accounting, procurement, space and/or leasing, or contracting; **and (2)** ability to apply demographic techniques, data collection procedures, survey techniques, or geographic principles.

OR

Education: Two full year of graduate education or master's degree directly related to the position that demonstrates: **(1)** ability to provide administrative support services to an organization in one or more areas such as personnel, payroll, recruitment, testing, equal employment opportunity, finance, accounting, procurement, space and/or leasing, or contracting; **and (2)** ability to apply demographic techniques, data collection procedures, survey techniques, or geographic principles.

GG-0301-11

Specialized Experience: Applicants must have one year of specialized experience equivalent to the grade 09 level in the Federal Service that demonstrates: **(1)** ability to provide administrative support services to an organization in two or more areas such as personnel, payroll, recruitment, testing, equal employment opportunity, finance, accounting, procurement, space and/or leasing, or contracting; **and (2)** ability to apply demographic techniques, data collection procedures, survey techniques, or geographic principles.

OR

Education: Three full years of graduate education or the Ph.D., directly related to the position that demonstrates: **(1)** ability to provide administrative support services to an organization in two or more areas such as personnel, payroll, recruitment, testing, equal employment opportunity, finance, accounting, procurement, space and/or leasing, or contracting; **and (2)** ability to apply demographic techniques, data collection procedures, survey techniques, or geographic principles.

GG-0301-12

Specialized Experience: Applicants must have one year of specialized experience equivalent to the grade 11 level in the Federal Service that demonstrates: **(1)** ability to develop administrative support procedural guidance or conduct efficiency and effectiveness studies regarding administrative operations for two of the following areas: personnel, payroll, recruitment, testing, equal employment opportunity, finance, accounting, procurement, space and/or leasing, or contracting; and **(2)** ability to apply demographic techniques, data collection procedures, survey techniques, or geographic principles.

Education: No substitution of education for experience is permitted.

EVALUATION CRITERIA: Candidates will be evaluated on the extent and quality of their experience, education, and accomplishments as related to the following elements. **To be considered, applicants must submit a separate, individual statement addressing each of the following (number your answers 1,2, &3).** Please be sure to give examples and explain how often you used these skills, the complexity of the knowledge you possessed.

- 1. Demonstrated experience in providing technical and administrative support or monitoring a large-scale field survey or data collection operations.**
- 2. Experience which demonstrates knowledge of administrative program requirements for space, furnishing and equipment acquisition, telecommunications, automation, recruiting, personnel, payroll, or staffing activities.**
- 3. Experience in analyzing cost and progress reports for a field or office operation.**

For further information on this vacancy you may contact the **Human Resource Department at 212-584-3490 or 800-991-2520.**

HOW TO APPLY: Each applicant must submit a completed Optional Application for Federal Employment (OF-612), **or** Resume, **or** Federal Employment (SF-171, this form is obsolete but may be

used), **for each grade level for which you are applying for (or you will be considered at the lowest grade for which you are qualified)**. List your work duties and accomplishments relating to the job for which you are applying. Each applicant must submit a completed OF-306 Declaration of Federal Employment. To **download the OF-306 or OF-612**, you can visit our website at <http://www.census.gov/ronyc/www/employ.html> or visit the Office of Personnel Management at <http://www.opm.gov/forms>, and click on Optional Forms. The following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of consideration.

- Recruiting Bulletin/Announcement number, position title and grade(s) applying for.
- Full name, mailing address (including zip code) and day and evening phone numbers (with area code).
- Social Security number
- Country of citizenship (**this Federal job requires U.S. citizenship**).
- Veteran's Preference – Applicants claiming 10-point veteran's preference **MUST** submit the SF-15, Application for 10-Point Veteran Preference, with the required proof (i.e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. Applicants claiming 10-point preference who do not submit the required documentation will receive 5-point veteran's preference. Applicants claiming 5-point veteran's preference must submit a DD-214 to receive preference.
- Highest Federal civilian grade held (if applicable)
- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.
- To qualify based on education, submit a copy of your college transcript, along with your application.
- **Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.**
- Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).
- Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or via Government FAX machines will not be accepted.
- Disabled veterans or any other applicants eligible for non-competitive appointments should specify their special eligibility on the application. Individuals with a disability may request reasonable accommodations by calling (212) 584-3490.

APPLICATION DEADLINE: All applications must be received by the closing date of the recruiting bulletin. Applications received after this due date will not be considered. **Faxed applications WILL NOT be accepted.** **Emailed applications WILL NOT be accepted.** Submit all applications to the address listed below:

**U. S. Census Bureau
New York Regional Office
395 Hudson Street - Suite 800
New York, NY 10014
ATTN: Human Resource Department**

CONDITIONS OF EMPLOYMENT:

- This is a Mixed-Tour work schedule that may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.
- Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment.
- You will be required to complete a **Declaration of Federal Employment (OF-306)** to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin; or you may be fined or jailed.
- Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship).

**THE U.S. DEPARTMENT OF COMMERCE / BUREAU OF THE CENSUS IS AN
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, DISABILITY, MARITAL STATUS, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.